

Paul Holahan Commissioner

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Department of Environmental Services City Hall Room 300B, 30 Church Street Rochester, New York 14614-1290 www.cityofrochester.gov

NUMBER 14.7

FLEET MANAGEMENT POLICY / PROCEDURE

SUBJECT: As-Built Drawings are on File in the Fleet Manager's Office

APPROVED:

Michael Quattrone, Fleet Manager

PURPOSE: Document that as-built drawings are on File in the Fleet Manager's Office

for the fueling facility

PROCEDURE: According to Lisa Gossard, Sr. Architect, for the City of Rochester, it is the

City's standard operating practice for the original as-built drawings to be kept in the Architectural Services Division of the Bureau of Architecture and Engineering, located at 414 Andrews Street, Rochester, New York.

When updates are made it is more convenient for the drawings to be on hand for the architects when making plans and modifications. The originals are available for reference. Copies are available in the Fleet

Manager's Office.

PREPARED BY: Amanda Smith, Automotive and Parts Materials Manager

DATE: June 30, 2010

Phone: 585.428.6855 Fax: 585.428.6010 TTY: 585.428.6054 EEO/ADA Employer